

# edible garden project

## NORTH SHORE NEIGHBOURHOOD HOUSE

### Job Title: Program Assistant

**Employer:** North Shore Neighbourhood House - Edible Garden Project

**Job City:** North Vancouver

**Application Deadline:** April 19, 2024 or until filled

**Wage:** \$17.50

**Job terms:** 35 hours/week, May – Sept, 2024 (exact dates TBD)

**Please note this position is dependent upon grant approval.**

The North Shore Neighbourhood House (NSNH) is a not-for-profit registered charity serving the North Shore community since 1939. We believe working together to meet the grassroots needs of our neighbours, especially our most vulnerable residents, is essential to building a safe, healthy, and strong community. The NSNH values and promotes cooperation, respect, and empowerment through the provision of programs and services designed to meet the needs of individuals and the community as a whole.

The Edible Garden Project (EGP) is a program of North Shore Neighbourhood House. The EGP is actively increasing land used for food production, building knowledge and skills around food gardening and working with municipalities to increase opportunities for urban agriculture.

### Position Overview

The Program Assistant will work to support the Farm, Market & Education programs, depending on need, skills, and interest. They will work closely with the Farm Coordinator to support the on-going farm operations at our urban farm site and the Education Coordinator to deliver the EGP's education programs for children and youth. We are looking for at least one of these positions to work to support our Saturday market with the Community Food Animator. If you have more skills and experience in one area or the other but are eager to learn, we would love to hear from you!

### General Responsibilities

The following list encompasses a variety of tasks that will change with the season, the needs of the program, and the collaborative schedule created with the EGP staff and the successful applicant.

- Assist with farm maintenance including weeding, thinning, pruning, transplanting, watering, soil preparation, organization, record keeping
- Assist in the management and maintenance of our two social enterprise urban farms to grow food to sell in our community
- Participate in produce harvesting and processing activities
- Complete physical farm labour including cleaning and organizing
- Assist with developing and instructing hands-on learning programs and events for children and youth
- Educate children and youth using visits to school gardens and EGP gardens and

- farms
- Assist at Community Markets and Farm Gate sales including preparation, setup, sales, restocking, takedown, etc
  - Coordinate volunteers at volunteer drop in sessions

### **Qualifications & Eligibility**

- Experience working with children in an outdoor setting
- Physically fit and able to squat, bend and lift at least 40lbs
- Passionate about environmental education and growing food
- Excellent communication skills, great team player
- Ability to work outdoors in any weather conditions
- Ability to work long hours and maintain a flexible schedule that includes weekend work (Tuesday-Saturday schedule, with occasional evening work required in market season)

### **Criteria:**

Applicants must be under 30 years of age, as per Employment and Social Development Canada funding criteria.

**We are hiring for two positions that can either work Mon - Fri or Tues - Sat. Please indicate in your application which is your preference!**

North Shore Neighbourhood House values diversity and inclusion. We encourage all individuals to apply.

Please apply with your resume and a one-page cover letter. Only shortlisted candidates will be contacted. All local shortlisted candidates will be invited to an interview. Upon offer of this contract position, the completion of a Criminal Record Check is required.

### **To submit your application:**

Email subject line: FIRST NAME\_LAST NAME\_Program Assistant

Cover Letter and Resume: Please send 3 page maximum as 1 PDF file (1 page cover letter, 2 page resume)

Email to: [admin@ediblegardenproject.com](mailto:admin@ediblegardenproject.com)

Only successful applicants will be contacted for interviews. We appreciate your time and interest in applying.

